

Frederick County Department of Aging

Volunteer Position Description

Position Title	Senior Health Insurance Program Counselor
Purpose	Help Medicare Beneficiaries make non-biased informed decisions regarding their healthcare.
Position Description of Duties	<ul style="list-style-type: none"> ➤ Explain Medicare Basics ➤ Assist with drug plan searches ➤ Explain Madigan insurance ➤ Screen for subsidy programs ➤ Answer phones questions related to Medicare ➤ Help with outreach ➤ Assist in presentations
Qualifications for position	<ul style="list-style-type: none"> ➤ Enjoy working with people ➤ Be patient and friendly ➤ Able to communicate effectively ➤ Basic computer skills
Time Requirement	➤ Flexible schedule
Location of Assignment	<ul style="list-style-type: none"> ➤ Department of Aging State Health Insurance Program ➤ Occasional off site presentations & outreach
Orientation and Training	➤ Training and job shadowing provided by SHIP program coordinator
Benefits	➤ Very rewarding opportunity, the ability to make a difference in people's lives.
Evaluation & Reporting Procedures	<ul style="list-style-type: none"> ➤ Monthly report ➤ Record hours in timekeeper system
Supervisor:	Elly Jenkins - SHIP coordinator
Contact Person:	Elly Jenkins
Contact Info:	301-600-1604 ejenkins@frederickcountymd.gov